



REQUEST FOR EXPRESSION OF INTEREST FOR THE YEAR 2020/2021

A. Background

- The Children's Dignity Forum (CDF) is a voluntary, private, non-governmental, non-partisan and non-profit-making Civil Society children's rights organization based in Dar es Salaam as its headquarters, founded and registered in 2006 under the NGO Act No. 24/2002. CDF operates in Dar es Salaam, Tarime District (Mara Region) and Mpwapwa District (Dodoma Region)
- The CDF office invites applications from eligible, competent and qualified Companies to apply for pre-qualification for provision of Goods and Services for its operations in Tanzania as below:

LOT NO.	DESCRIPTION OF SERVICES
1	Stationeries
2	Publications and Printing
3	Supply of Motor Fuel, Generator and Lubricants
4	ICT Equipment's & Services
5	Office Furniture's and Fittings
6	Vehicle Maintenance, tires and spare parts supplies
7	Supermarkets
8	Conference Packages (Meetings/trainings/ workshop)
9	Catering Services
10	Media Houses
11	Consultancy Services: I. Research, Monitoring, Evaluation, Result Bases Management and Management Information System II. Accounting, Procurement and Process Management system (Software Developer/ Vendor)
12	Auditing Services
13	Travel Agents
14	Insurance (Medical, health equipment, Assets)
15	Internet Service Provider
16	Security Services
17	Office Repair and Maintenance (plumbing, carpentry, printer maintenance, AC)
18	Transportation Companies
19	Fleet Management System (Car GPS and tracking)
20	Legal Services
21	Event Planning and Decorations
22	Infrastructure construction
23	Car rentals
24	PA Systems
25	Generator maintenance
26	General Cleaning Company
27	Authorize Dealers (HP/DELL and LENOVO)
28	Courier services
29	Others (Please specify)

B. The purpose of this EOI:

- Is to identify suppliers with verified technical and financial capacity to provide the goods or perform the services. Eligible suppliers will be invited to participate in the bidding process for the proposed tender.
- Eligibility to participate in the proposed tender will be determined based on the following:
 - » The supplier must have legal capacity to enter into a contract.
 - » Must have proven financial capacity in their line of business for 2 years: (Latest audited financial statements).
 - » The products or services offered must be of interest to CDF and the supplier must have the necessary professional and technical competence.
- After the deadline for submission of responses has passed, CDF will evaluate responses received and will notify eligible participants of the outcome of the evaluation.

C. How to prepare and submit your Expression of Interest:

- CDF hereby invites qualified suppliers to express their interest by emailing to **procurement@cdf.or.tz** with subject of the description of service you are interested with.
- The deadline for response to this Expression of Interest is 30th September, 2020
- In order to participate in the pre-qualification exercise, companies are required to provide the following:

Copy of Company Profile	Copy of Certificate of Registration
Copy of Tax Identification Number (TIN)	Copy of Business License
Copy of VAT Registration Number (VRN)	Copy of Tax clearance certificate
Copy of Certificate of Incorporation	
Company's annual audited financial report of the last 2 years	

- CDF will not consider incomplete submission. All responses and supporting documentation will be treated as strictly confidential and will not be made available to the public.
- Should you have any question please do not hesitate to contact us at **procurement@cdf.or.tz**